

DCMA

Defense Contract Management Agency



Navy Special Emphasis Programs (NSEP)

Program Management Instruction

Overview of NSEP PM Instruction
Highlights and Changes

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April 2005

- ❑ **Compliance-based Instruction. The granting of waivers or deviations from the mandatory requirements, as stated is not permitted at the District or Contract Management Office level.**
- ❑ Incorporated DLAR 8225.1 Enclosures 2 and 3.
 - **Instruction now supersedes these enclosures**
- ❑ **3.1 Navy Special Emphasis Program Manager (HO NSEPM)**
 - **Instruction** HO NSEPM is the agency's NSEP policy Process Advocate and Program Manager, in addition to serving as the DCMA NSEP representative at DCMA or customer sponsored NSEP working groups and committees
 - May participate in customer audits of, or visits to NSEP contractors and the assigned DCMA NSEP QAR
 - Perform periodic on-site assessments of the DNSEPC(s) and as needed selected CMO NSEPMs

3.2 District Navy Special Emphasis Programs Coordinator (DNSEPC)

- ❑ Serve as the HQ NSEPM's focal point and program managers within the District under the technical direction of the HQ NSEPM on matters pertaining to the NSEPs
- ❑ Ensure that all NSEP contractors with active NSEP workload are visited by the CMO NSEPMs at least once every 12 months
- ❑ Must perform annual on-site assessments of the CMO NSEPMs to ensure compliance with this Instruction
- ❑ Conduct and document an annual review of the DCMA District Nuclear NDT capabilities

3.2 District Navy Special Emphasis Programs Coordinator (DNSEPC)

- ❑ Issue Trip Reports
- ❑ Issue Quarterly Reports
- ❑ Retain Quality/Performance indicator reports for 3 years
- ❑ Assist CMO Commanders with NSEPM selection.
Accompany new Monitor on first 3 plant visits

- ❑ Selection process for CMOs to follow in Monitor Nominations

3.3 Contract Management Office Navy Special

- ❑ Full Time Staff Position **Emphasis Program Monitor (CMO NSEPM)**

- Similar duties, not detracting from NSEP Monitor responsibilities

- ❑ Primary focus to manage and verify the QAR's implementation, performance, and management of in-plant NSEP QA functions at NSEP contractors.
- ❑ Conduct periodic visits to NSEP contractors to assist the QAR and to verify compliance and assess performance of the NSEP requirements

3.3 Contract Management Office Navy Special Emphasis Program Monitor (CMO NSEPM)

- Shall team with the CMO appointed GIDEP Representative or Alternate, to evaluate the appropriateness of issuing notification to GIDEP in the form of Product Information or Failure Experience Data (FED).
 - The CMO NSEPM shall determine the effect of any GIDEP information / documents on NSEP systems/processes identified and incorporate those results into notifications to the CMO NSEP QARs.
- Upon receipt of the Navy's Vendor Assessment Program (VASP) Report or any other quality/performance indicator reports, is responsible for the dissemination of such data to the respective QAR and Team Leader, in order to provide program performance visibility

3.3 Contract Management Office Navy Special Emphasis Program Monitor (CMO NSEPM)

- ❑ Use the Facility Visit Report to document the QARs' implementation and performance of NSEP requirements at contractors with active NSEP workload
 - Each NSEP facility be visited once every twelve (12) months

- ❑ New Trip Report format to be used
 - Provide narrative addressing what was reviewed, found, and corrective actions (CAs) required in fixing the problems noted
 - ❑ Additional requirements:
 - ❑ Trend analysis data provided to Team leaders and CMO Commanders
 - ❑ Updates to SAP Supplier List
 - ❑ Updates to CMO NSEP Contractor List

- ❑ Require CAP when problems are repetitive or major
 - Signed by the CMO Commander

3.3 Contract Management Office Navy Special Emphasis Program Monitor (CMO NSEPM)

- ❑ Assist or arrange for assistance for newly U20 certified QARS, by conducting joint inspections on the first three (3) NSEP shipments, as a minimum
- ❑ Provide refresher training for QARs who have not been active in the Navy Special Emphasis Programs for the preceding year

- District Nuclear NDT Examiner
 - Appointed to administer the District NDT program
- Certified in the method being reviewed, must conduct and document on-site annual reviews of all CMO Nuclear and Non-nuclear NSEP NDT examiner's implementation and oversight of the Nuclear and Non-nuclear NSEP NDT Program requirements

- ❑ **CMO Nuclear NDT Examiner's**
 - Must assess the CMO's implementation, oversight and performance of the nuclear NDT program requirements at least once during the DCMA Nuclear NDT Inspector's (three years) certification period
 - In all cases, re-certification of Nuclear and Non-nuclear NSEP NDT personnel must be accomplished via written exams for general and specific theories and successful completion of a operational exam
 - NDT Examiners/Level III certified in the method being reviewed, must conduct and document on-site reviews of all Non-nuclear NSEP NDT personnel at least once during their 3-year certification cycle.

NSEP Nondestructive Test (NDT) Examiners

- ❑ DCMA personnel with Nuclear and/or non-nuclear NSEP NDT certifications must be issued documented evidence, preferably DD Form 1902 “Certificate of Qualification”
- ❑ The certifying or cognizant NSEP NDT Examiner must suspend nuclear NDT certifications for DCMA Inspectors that have not performed nuclear NDT (NAVSEA 250-1500-1 and/or MIL-STD-2132) surveillance for a period of nine (9) consecutive months (unless otherwise identified by the customer).
- ❑ The certifying or cognizant NSEP NDT Examiner must suspend non-nuclear NSEP NDT certifications for DCMA Inspectors that have not performed non-nuclear NDT surveillance (T9074-AS-GIB-010/271) for a period of two (2) consecutive quarters.